

FACTS ABOUT YOUR TEMPORARY APPOINTMENT AND STATEMENT OF UNDERSTANDING

1. You have accepted a temporary appointment with the Department of Army. The following are important facts about your appointment:

a. Your job is temporary because the work is projected to last one year or less. If the need for your service extends beyond the length of your initial appointment, management may extend your appointment in increments of one year or less, for total period of up to two years. We may not extend a temporary appointment beyond two years. When management requests extension of your temporary appointment, DOD regulations require that we first check for candidates entitled to job placement priority. If priority candidates are available, we may not extend your appointment. We must separate you from employment and place the priority candidate in the temporary position.

b. Upon expiration of this appointment, we will separate you from employment unless the need for your service ceases to exist and management terminates this appointment earlier.

c. During your employment, you will earn four hours of sick leave per pay period and annual leave at a rate based on your years of Federal service.

d. You are not eligible for life insurance or participation in the retirement system. You will contribute to the Social Security System. If you complete one year of service under this temporary appointment, you are eligible for Federal Health benefits; however, you will be responsible for paying the full cost of the premium. If you appointed with no break in service from an appointment, which entitled you to these benefits, they will continue.

e. Service under a temporary appointment does not confer eligibility or priority consideration for permanent appointment.

f. If your name is/on an Office of Personnel Management (OPM) list of eligibles, this appointment will either help nor hinder your chances for permanent appointment.

g. This temporary appointment does not provide eligibility to apply for position advertised in the Weekly Bulletin. You may be eligible to apply under the merit promotion Program based on other hiring authorities such as Disabled Veteran, Handicapped, Veterans Readjustment, former status, or Executive order. Please check with your Generalist if you think you have such eligibility and want clarification/verification.

2. Thank you for helping us during a period of temporary need. We hope your employment is satisfying and rewarding. Please keep a copy of this fact sheet for personal reference. Return one copy to the Personnelist assisting you.

**I HAVE READ AND UNDERSTAND THE FACTS ABOUT MY TEMPORARY
EMPLOYMENT.**

(SIGNATURE)

(DATE)